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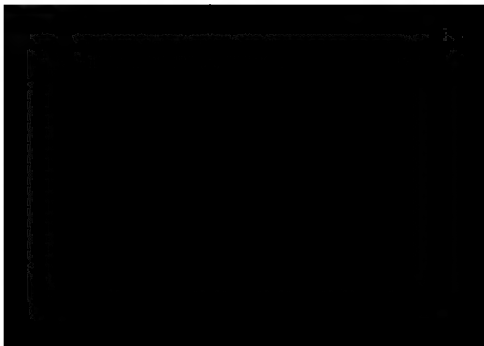
25 October 1955

MEMORANDUM FOR: Chairman, Incentive Awards Board

SUBJECT: Minutes of Incentive Awards Meeting 29 September 1955

1. The CIA Incentive Awards Board met on Thursday, 29 September 1955 at 2:30 in Room 242, Curie Hall with the Chairman presiding and the following members present:

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Training
Communications

DD/P
Logistics

Personnel
DD/I
Management Staff
MS/Executive Secretary
MS/Incentive Awards Officer

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Others attending at the invitation of the Chairman included:



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2. [REDACTED] spoke on the need to improve coordination between Honor Awards Board and the Incentive Awards Board in their consideration of meritorious performance awards. He proposed that the Incentive Awards Board revise its method of handling recommendations for such awards to include one additional step. The Executive Secretary is to send all such recommendations to the Honor Awards Board before submitting them to the Incentive Awards Board in order that the latter group may have the benefit of a recommendation by the former. Several Board members commented concerning this proposal. The most important comment stressed the need for establishment of criteria and standards by each Board for such cases. The Chairman invited [REDACTED], the former Chairman, to accompany him to the next meeting of the Honor Awards Board on 3 October to assist in presenting the Incentive Awards Board position on this matter and to

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obtain a working agreement for handling future cases. Examples to be discussed included all 3 of the performance awards up for consideration on this meeting's agenda plus selected ones which seem of possible interest to both Boards. It was agreed further that the Honor Awards Board would not serve as a reviewing authority over actions recommended or taken by the Incentive Awards Board, since the Incentive Awards Board would receive and consider cases only after the Honor Awards Board's recommendation had been made and there would be no further referral to the Honor Awards Board. The Incentive Awards Board would not be bound to accept the recommendation of the Honor Awards Board, but would have the benefit of it. It was further agreed that this aim of improved coordination should help both groups ensure more appropriate recognition of deserving employees and reduce the possibility of one Board's acting without the knowledge of the other Board's position on the case. The Board members expressed a preference for resolving this problem by a working agreement rather than by emphasizing it in a revision of the regulations controlling these two programs. It was felt that many of the employees recommended for performance awards under the Incentive Awards Board system might also qualify for Honor Awards in addition. The whole purpose is to clarify the areas of responsibility of the two Boards and to improve coordination between them in order that each may better accomplish its objectives of identifying and recognizing outstanding employees. In summary, Mr. [REDACTED] will reach an agreement with [REDACTED] Chairman/HAB, and will leave it to the Executive Secretary/IAB and the Recorder/HAB to implement the improvement in coordination.

3. The Chairman introduced [REDACTED] who had been asked to attend in order to ensure uniformity between Incentive Awards Board and Special Panel in their operations. He stated that he intended to obtain the nomination by DD/P of the Chairman of the Special Panel to serve as the second DD/P member on the Incentive Awards Board as soon as the proposed [REDACTED] increasing DD/P and DD/I representation is coordinated and published. In the interest of maintaining this uniformity of approach between the two groups, other members of the Special Panel will be invited to attend future meetings of the Incentive Awards Board.

4. The Chairman read a memorandum dated 29 September 1955 from Mr. [REDACTED] (DD/Pers/PD), subject: "Honor Awards Board and Incentive Awards Board Problems." Following discussion of this paper, it was agreed that the Honor Awards Board should consider that the problems referenced therein would be discussed by the Chairman and [REDACTED] with the HAB members at their next meeting including the case of [REDACTED] on which the IAB acted on 1 September 1955. The Executive Secretary was authorized to submit this award to the DD/S for approval without waiting for the results of the discussion with Honor Awards Board, since it had already been acted upon by IAB.

5. The Board approved a superior accomplishment award of \$1,000 for

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Non-adopted suggestions:


884	1396
1216	1398
1302	1449
1340	1461
1370	1467
1373	1471
1388	1541
1389	1554
1391	1662
1395	1810

10. The meeting was adjourned at 4:45 P.M..


Executive Secretary

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APPROVED:

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Chairman, Incentive Awards Committee

Date: OCT 7 1955

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